

**MCM DAV College for Women, Sector – 36A, Chandigarh**  
**Monthly Teaching Plans (Odd Semester/Even Semester)**  
**Session – ( 2023-24)**

**Name of the Teacher/s : Mrs. Meenakshi Vashist/ Dr. Manpreet Kaur**

**Department : Office Management & Secretarial Practice**

**Class : B.A. III**

**Subject : Office Management & Secretarial Practice**

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	21 <sup>st</sup> July, 2023	31 <sup>st</sup> July, 2023	Organizational Behavior	Lecture Method
2	1 <sup>st</sup> August, 2023	31 <sup>st</sup> August, 2023	Perception, Attitude and Group Behavior	Lecture Method
Departmental meeting to discuss the coverage of the syllabus and problems being faced by the students				
3	1 <sup>st</sup> Sept. 2023	30 <sup>th</sup> Sept. 2023	Inter & Intra group conflicts and resolving conflicts, Organisational Development	Lecture Method & Group Discussion
4	1 <sup>st</sup> Oct, 2023	31 <sup>st</sup> Oct, 2023	Organisational climate and Organisational Development, Communication Skills	Lecture Method & Online Source
<b>Departmental Meeting to Coordinate and Review the completion of Syllabus as per lesson plans</b>				
5	1 <sup>st</sup> Nov., 2023	Nov, 2023	Listening skills, body language, humour in communication, essentials of effective communication, report writing, presentation skills, listening skills	Lecture Method, PPT
6	16 <sup>th</sup> Jan, 2024	31 <sup>st</sup> Jan, 2024	Excel	PPT
7	1 <sup>st</sup> Feb, 2024	28 <sup>th</sup> Feb, 2024	Power Point, Internet	Lecture Method, PPT
Departmental meeting to discuss the coverage of the syllabus and the pattern of the mid-term exams				
8	1 <sup>st</sup> March, 2024	31 <sup>st</sup> March, 2024	Email, Computer Virus, Official Correspondence	Lecture Method & Online Sources
9	1 <sup>st</sup> April, 2024	April, 2024	Advanced Phraseography, Intersaction and Special List of Words	Lecture Method & Practical Training
<b>Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans</b>				



## **TYPOGRAPHY & COMPUTER APPLICATIONS (ENGLISH) PRACTICAL**

**Max. Marks : 60**

**Exam Hours : 3**

**Note: Students will be trained on MS Word will be taught various functions as listed below:**

- Sitting posture while using computer
- Basic of Printers
- Inserting & removing paper in Printer
- Second row (home row), upper row & bottom row of Keyboard attached to computers
- Type of keys in keyboard
- Working of Typing Tutor
- Basic formatting tools in MS Word
- Paragraph formatting
- Print preview & page setup in MS word
- Use of symbols in MS word
- Bullets & Numbering
- Headers & Footers
- Letter Typing- Personal, Official & Business letters
- Creating tables

